

## **Monitoring**

Monitoring by the Early Interventionist occurs through activities to review and evaluate services and supports provided to the child and family or intended to be provided to the child and family. The purpose of monitoring is to determine the continued appropriateness and effectiveness of services and supports in meeting the needs, desires, and goals of the child and family as documented in the current FSP. Assessment of service quality and family satisfaction are important elements of monitoring. Monitoring may best be accomplished by using a variety of methods. These may include observation of services, in-person interview, mail correspondence, telephone calls, e-mail, and fax correspondence with the legal guardian, family, providers of services and supports received and appropriate others.

### **DDSN Specific Roles and Responsibilities related to Monitoring:**

- DDSN contracts with an independent entity to conduct Contract Compliance reviews with all providers on an annual basis. Each provider receives a score in the areas of Administration, General Agency and Early Intervention.
- SCDDSN will conduct onsite reviews based on data collected at the state level. This data may show concerns about patterns of service delivery, extremely high and low service delivery hours, etc.

### **Provider Specific Roles and Responsibilities related to Monitoring:**

- Services and supports must be monitored based upon the needs of each child/family to ensure that services are delivered as outlined in the child's plan. The frequency and intensity of monitorship should be based on the individual needs of the child and family, particularly those, which support the health and safety of the child. (Note: Both the MR/RD and HASCI waivers have specific monitoring requirements related to waiver funded services).
- All changes made to goals or services provided should be documented in the service notes and the changes made on the IFSP/FSP.
- If a child receives Service Coordination only, face to face contacts with the child and family should occur based on the frequency outlined in the IFSP/FSP, but must occur at least once per quarter. This would include the children receiving primary service coordination for BabyNet services from the School for the Deaf and Blind.
- Monitoring must be documented in service notes including the name and/or title of the person with whom the monitoring contact occurred.

- Monitorship schedules must be updated on a continuous basis as services are monitored. For example, if a child's annual plan date is December 20, 2005 and their six-month review is due on June 16, 2006, but the six-month review was completed on June 1, 2006, the next annual plan is due before December 1, 2006.
- While monitoring, if concerns are noted regarding a specific provider, the Early Interventionist should bring these concerns to the attention of their supervisor.